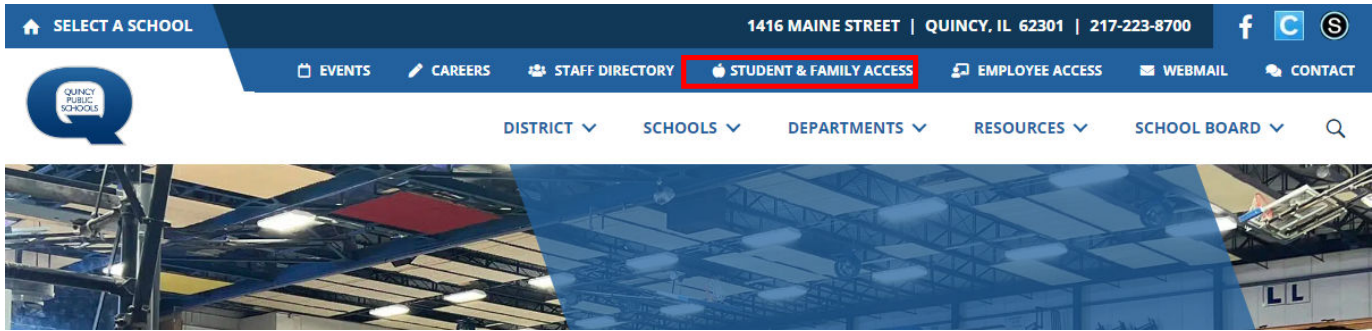# ONLINE REGISTRATION

Log into Skyward Family Access

From the Quincy Public Schools' homepage at www.qps.org click Student & Family Access. If you do not know your login information, contact Robin Walters at 223-8700.

Open Family Access

1. Click open Family Access
2. Select Online Registration from the menu on the left.
3. *Select your student's name. If your student is not available, please contact Robin Walters at 223-8700.*

Complete Each Step of the Registration

1. Verify and/or update information on each step of the registration.
2. Click **Complete Step**… at the bottom of the page.
3. If registration does not automatically proceed to the next page, please click **Next Step**.

Continue this process for each step of the registration process.

Complete Online Registration

After verifying all information is complete, click **Submit Online Registration**.